



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

MATERIALS & STORES SPECIALIST

SALARY RANGE:	A: \$2,877 - \$3,591 per month* <small>*The Starting Salary applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Permanent/Full-Time
PROGRAM/DEPARTMENT:	General Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

The Sonoma Developmental Center has an opening for a Materials and Stores Specialist (M&SS). The M&SS reports directly to the Warehouse Manager. Typical duties include, but are not limited to directing and organizing the receipt, storage, issuance and shipping of various supplies for shops overseen by General Services. The incumbent assists the Warehouse Manager and directs work of lower level staff, operates all material handling equipment and performs heavy labor. The incumbent monitors all activities of warehousing operations; trains all staff involved in ordering, receiving, issuing and shipping of materials and supplies; coordinates the storage of items with the Warehouse Manager; participates in work area sanitation and safety procedures also keeping accurate records of all expenditures and providing the information for monthly and annual budget reports; other duties as indicated on the employee's official, signed duty statement.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility to apply which may consist of one of the following: List eligibility, lateral transfer eligibility or reinstatement to state service. Applicants must indicate their eligible status on the title section of the STD-678. For more information, please visit the California Department of Human Resources website at www.calhr.ca.gov. The Employment Application, STD-678, may also be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application, to the address indicated below. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances.

Faxed applications, applications submitted electronically, incomplete applications and resumes sent in lieu of official form STD. 678 will not be accepted for any reason.

PLEASE SEND YOUR COMPLETED (STD-678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center
Human Resources Examination Unit – Room 124
15000 Arnold Drive - P.O. Box 1493
Eldridge, CA 95431

(707) 938-6650 (You may contact Karrie Hubbenette for questions specific to the essential functions of the position only. Civil Service Eligibility will be determined by the analyst in the Sonoma Developmental Center Human Resources Department).

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.